

**UNISON**  
**WEST MIDLANDS REGION**  
**PART-TIME CLEANER**  
**REF: R12/78**

**JOB DESCRIPTION:**

Grade: Grade 10

Hours: 16 per week

Location: UNISON Regional Centre  
24 Livery Street  
Birmingham B3 2PA

Reports to: Regional Premises Manager

**OVERALL SUMMARY**

UNISON's cleaning service is responsible for the provision of a full office cleaning service throughout the UNISON West Midlands Regional Centre, 24 Livery Street, Birmingham B3 2PA.

This position involves working within a team of cleaning staff to provide an efficient and professional cleaning service.

The function provides a service to the building between Monday and Friday.

**KEY RESPONSIBILITIES:**

1. To carry out office cleaning duties both internal or external, as directed.
2. To vacuum, dust and wet wipe office furniture and equipment.
3. Report all Health and Safety issues to the Regional Premises Manager
4. Comply with UNISON's Health and Safety policies and procedures

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**PERSON SPECIFICATION**

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race, marital status, gender, sexuality, disablement or age. This Person Specification is designed to help members of Interviewing Panels judge the qualities of interviewees in a systematic and consistent way and in accordance with UNISON's equal opportunity policy. It is given to all job applicants for information.

**Assessment code**

**A – Application form**

**PI – Panel interview**

<b>Heading</b>	<b>Selection criteria</b>	<b>Assessment</b>
<b>1. Thinking</b>	<ul style="list-style-type: none"><li>• Prioritise areas for cleaning, consider which materials and equipment to use.</li><li>• Ensure cleaning of relevant areas is carried out conscientiously and to agreed standards.</li></ul>	<b>A PI</b>
<b>2. Interpersonal and Communication</b>	<ul style="list-style-type: none"><li>• Discuss areas to be cleaned and equipment to be used.</li></ul>	<b>A PI</b>
<b>3. Initiative and Independence</b>	<ul style="list-style-type: none"><li>• Follow H&amp;S practices, standards expected in terms of cleanliness and hygiene.</li><li>• Refer to supervisor details of equipment breakdown and requests for supply of new materials.</li><li>• Ability to be punctual.</li></ul>	<b>A PI</b> <b>A PI</b>
<b>4. Resource Management</b>	<ul style="list-style-type: none"><li>• Be responsible for cleaning equipment assigned for use.</li></ul>	<b>A PI</b>

<p><b>5. Physical Skills</b> <i>(with DDA modification where necessary)</i></p>	<ul style="list-style-type: none"> <li>• Need to stand, walk, scrub, lift and carry sometimes in awkward positions.</li> <li>• Ability to work with a wide range of cleaning materials, including chemicals.</li> <li>• Working with equipment that can be noisy and vibrate.</li> </ul>	<p>A PI</p> <p>A PI</p>
<p><b>6. General Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate good knowledge and practice of Health and safety.</li> <li>• Good knowledge of cleaning processes.</li> <li>• Commitment to and understanding of equal opportunities.</li> <li>• UNISON's aims and values and the trade union movement.</li> </ul>	<p>A PI</p> <p>A PI</p> <p>A PI</p>